



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

January 27, 2009

Ms. Judith Fleisher, Vice President
Photon, Inc.
6878 Santa Teresa Blvd.
San Jose, CA 95119
jkors@photon-inc.com

TRANSMITTED VIA EMAIL

Dear Ms. Fleisher:

RE: FINAL MONITORING VISIT REPORT for Photon, Inc. – ET08-0205

Date of the Visit:	12/15/2008 via conference call
Date of Last Visit:	8/27/2008 via desk review
Visit Location:	Via phone conference
Persons in attendance:	You; and Ms. Anna Nastari, Analyst, ETP
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	10/2/2007 – 10/1/2008	Agreement Amount:	\$7,800
Training Start Date:	10/3/2007	No. to Retain:	5
Date Training must be Completed:	7/1/2008	Range of Hours:	8 - 60
Type of Trainee:	Retraitees	Weighted Ave. Hours:	60

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

There were no changes to your Agreement during the term of your Agreement.

• INTERVIEW WITH YOU, THE SIGNATORY TO THE AGREEMENT

- What barriers, if any, did your company experience in implementing your ETP project?**

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1100 J Street, 4th Floor
SACRAMENTO, CA 95814
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NORTH HOLLYWOOD, CA 91602
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5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

You did not face any barriers.

- *What problems, if any, did your company experience with ETP record keeping?*

Once you and Ms. Shirley Mendiola, Accounting Manager, and assistant to the project's administration, became familiar with the ETP systems you found it simple to operate.

- *How did your company benefit from the ETP training?*

You reported that your company initially experienced an increase in sales resulting from the training delivered to your sales staff. But as a result of the poor business climate sales figures dropped. However, you reported that Photon will be better positioned to increase sales when the economy makes a turn around.

Photon's records show that 5 trainees completed training (100% of planned retentions) and the 90 day retention period. Photon projected earnings to be \$7,800 (100% of the encumbered total \$7,800). The closeout invoice was submitted on October 7, 2008.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	5	Completed Training:	5
Dropped Following Enrollment:	0	Completed Retention:	5
Completed Minimum Hours for reimbursement:	5	In Retention Period:	5

ATTENDANCE ROSTERS:

Ms. Nastari reviewed original trainees' rosters which contained the necessary information as required by the Panel. This finding is based only on the training records reviewed during this desk review and represents only a sample of the training records completed to date. It is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes.

INVOICES:

All invoices have been submitted and paid by ETP Fiscal Unit.

AUDIT:

Photon, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Anna Nastari at (650) 655-6941 or at anastari@etp.ca.gov within ten (10) working days from receipt of this report.

Sincerely,

A handwritten signature in black ink that reads "Creighton Chan". The signature is fluid and cursive, with the first name "Creighton" being more prominent than the last name "Chan".

Creighton Chan, Manager
San Francisco Bay Area Regional Office

A handwritten signature in black ink that reads "Anna Nastari". The signature is cursive and somewhat stylized, with the first name "Anna" being more prominent than the last name "Nastari".

Anna Nastari, Contract Analyst
San Francisco Bay Area Regional Office

cc: Kulbir Mayall, Fiscal Manager
Master File
Project File

Date report mailed to Contractor 1/28/09